

## SPECIAL EVENT PERMIT

### BANNERS

Planning & Building • 2263 Santa Clara Ave., Rm. 190  
Alameda, CA 94501-4477

[alamedaca.gov](http://alamedaca.gov)

510.747.6800 • F: 510.865.4053 • TDD: 510.522.7538

Hours: M, W, Th – 7:30 am – 4:30 pm

T – 7:30 am – 4:00 pm

Banner Permits are only issued for Non-Profits.

### MAY BE APPROVED OVER THE COUNTER WITH COMPLETE APPLICATION

Attached is an application form for authorization to temporarily encroach into the public right-of-way. Included with this application is a list of general conditions which may or may not apply to your activity. Please review these conditions along with the application and answer all questions completely. Please call the Permit Center at 510-747-6800 if you have any questions. *This permit may be granted over the counter with complete application.*

1. **Complete the attached application form, using blue or black ink, only.**
2. **Separate applications are required for each location.**
3. **Must provide proof of Non-Profit status.**

Return your completed application to the Permit Center, 2263 Santa Clara Avenue, Room 190, Alameda, CA 94501, from 7:30am to 4:30pm on Monday, Wednesday, and Thursday; and 7:30 a.m. to 4pm on Tuesday. A Permit Technician will receive all your materials for submittal, verify Non-Profit status, and issue the banner permit.

**Please note that our office is closed on Friday.**

*Banners are hung Tuesday through Tuesday and are limited to two (2) consecutive weeks.*

Please take a copy of your approved permit and your banner(s) to the City of Alameda Maintenance Service Center at 950 W. Mall Square *one week prior* to the date your banner is to be hung.

**Please Note:** It is also mandatory to pick-up your banner(s) within two weeks of the take-down date or Maintenance will not be held responsible for your banner(s). Please call Maintenance at 510-747-7900 to make an appointment to pick-up your banner.

SPECIAL EVENT PERMIT NO. \_\_\_\_\_

DATE \_\_\_\_\_

FEES PAID \_\_\_\_\_

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**APPLICATION FOR BANNER PERMIT**

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1. \_\_\_\_\_  
Name of Organization Address
2. \_\_\_\_\_  
Person in charge of banner Phone number (Day)
3. \_\_\_\_\_  
Name/Title of Chief Officer Phone number (Day)
4. Please indicate location of banner ( X ). Note: A separate application must be completed for each requested banner location. Applicant must also pay separate filing and hanging fees for each banner. Fees are due and payable with submitted application(s). Banner(s) may be hung a maximum of two weeks.  
  
A \_\_\_\_\_Central and Oak      B \_\_\_\_\_Lincoln and Webster      \*C \_\_\_\_\_Park St  
(2200 Central Ave)      (1600 Webster St)      (1518 Park St)  
\*Park St: Schedule subject to changes
5. Requested date to hang banner: Tuesday, \_\_\_\_\_  
Date & Month, Year
6. Date banner will be taken down: Tuesday, \_\_\_\_\_  
Date & Month, Year

APPLICANT IS RESPONSIBLE FOR TAKING APPROVED BANNER(S) ONE WEEK PRIOR TO YOUR HANGING DATE TO THE CITY'S MAINTENANCE SERVICE CENTER AT 950 W. MALL SQ (510-747-7930).

IT IS MANDATORY TO PICK-UP YOUR BANNER WITHIN TWO WEEKS OF THE TAKE DOWN TIME OR MAINTENANCE WILL NOT BE HELD RESPONSIBLE.

## Required Banner Specifications

<b>Size:</b>	22' by 3' with a cord sewn into top, bottom and side hems.
<b>Vent Flaps:</b>	5 (each 6" – 8" in diameter)
<b>Brass Grommets:</b>	Placed at each corner and spaced at one-foot intervals inside the hemmed cord of banner edge.
<b>Material:</b>	Canvas is preferable.

## Banner Description

Please describe the banner with a diagram (including the wording, colors, and material).

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I declare that I am authorized to submit this application and that to the best of my knowledge and belief, all of the information given herein is true, accurate, and complete. Applicant(s) further acknowledges the General Permit Conditions as they apply to the proposed activity and agrees to fully comply with them.

Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Application for Banner Permit is hereby **APPROVED** by:

\_\_\_\_\_  
Gregory J. McFann  
Building Official

\_\_\_\_\_  
Date